

**Scoring Criteria 1: Qualifications Expertise of Team Members**

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide a listing of all team members on your proposed team;
  - List the type(s) of expertise that each team member can provide;
  - State how long each member of your team has provided this expertise;
  - For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the total number of employees nationwide for each firm on your proposed team ; and
  - Provide an organization chart of your proposed team and include the respective roles of the team members.
- B. Include the following items:  
Has the prime consultant worked with proposed team members on similar projects in the last three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.
- C. Include the following items:  
Provide a table identifying current availability of key staff and resources for the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.
- D. Include the following items:  
Provide a list of up to five projects that each firm on your project team has completed within the last three years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate consultant fee of each project.

**Scoring Criteria 2: Qualifications of Proposed Team Leader(s)**

Min pts 0 : Max pts 20

- A. Include the following items:  
Provide up to three examples for the proposed Team Leader that demonstrates his/her prior experience as a Team Leader on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the Team Leader's responsibilities and tasks on each project.
- B. Include the following items:  
Demonstrate the Team Leader's familiarity with relevant state and federal regulations and/or procedures.

C. Include the following items:

Provide up to three examples of the proposed Team Leader's ability to manage all of the following within a project:

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.
- Meetings with diverse and varied participants and robust discussions to bring them to fruitful conclusion and insure meeting moves forward to meet all of its objectives.

D. Include the following items:

Provide a listing of professional licenses/accreditations for each proposed Team Leader; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

<b>Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)</b>
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Min pts 0 : Max pts 20
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A. Include the following items:

- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

<b>Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)</b>
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Min pts 0: Max pts 20
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- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- List your firm's scheduling program. Identify the types of software and list up to three projects where the proposed Team Leaders have utilized this software;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.



## ***Criteria Definitions for On-Call Cost Risk Assessment Subject Matter Expert Services***

### **Scoring Criteria 5: References/Past Performances (Prime Consultant Only)**

Min pts 0 : Max pts 20

**A. Include the following items:**

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, non-WSDOT projects, or a combination of both that are either currently active projects or that had a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal documents that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT Team Leader/Manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

***Performance Evaluations for Non-WSDOT projects:***

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client's version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.